



## Tennessee Department of Children's Services Notification of Equal Access to Programs and Services and Grievance Procedures

Title VI of the Civil Rights Act of 1964 makes it illegal for people to be discriminated against on the basis of their race, color, or national origin in all programs, benefits, grants, and services provided by the Department of Children's (DCS), which receives Federal assistance.

It is the policy of the State of Tennessee, Department of Children's Services, to ensure that all management staff, contractors, and service beneficiaries are aware of the provisions of Title VI and the responsibilities associated with Title VI of the Civil Rights Act of 1964.

If you feel that you have received disparate treatment based on race, color or national origin or any other classification protected by Federal and/or Tennessee State Law, you are encouraged to file a complaint with the DCS Office of Diversity Initiatives. To file such complaint, you should do the following:

1. You must file a written complaint within one hundred-eighty (180) days to the date of the alleged discrimination. You are encouraged to file your complaint as soon as possible in order to allow sufficient time to file an appeal with an external agency if you are not satisfied with the results of the DCS investigation.
2. Include your name, address, and telephone number.
3. The complaint should contain the name and address of the agency, institution, or department you believe discriminated against you.
4. How, why, and when you believe you were discriminated against. (Include as much specific detailed information as possible about the alleged acts of discrimination, and any other relevant information.)
5. The names of any persons, if known, DCS Diversity Initiatives could contact for clarity of your allegations.
6. Please sign your complaint and submit in writing to:

**DIRECTOR**  
**Department of Children Services**  
**Office of Diversity Initiatives**  
**1276 Foster Avenue, Mensler 3**  
**Nashville, TN 37243**  
**(615) 253-0037; FAX (615) 741-4013**

7. You may also file your complaint in writing to the offices listed below:

**Director**  
**Tennessee Title VI Compliance Commission**  
**Tennessee Department of Personnel**  
**First Floor, James K. Polk Building**  
**505 Deaderick Street**  
**Nashville, TN 37243-0635**  
**(615) 253-6717; FAX (615) 741-4013**

**OR**

**Director**  
**Office for Civil Rights**  
**U.S. Department of Health & Human Services**  
**61 Forsyth Street, SW.**  
**Suite 3B70**  
**Atlanta, GA 30323**  
**(404) 562-7886; FAX (404) 562-7881**

You should file a complaint under this procedure if you feel you have been excluded from participation in, denied the benefit of a service or subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Children's Services.

☐ I have read the above procedure of how to file a Title VI complaint. This procedure was explained to me in detail and a copy was issued to me for my records. I was advised that this form is available in other languages.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date